



Office Assistant
South Puget Sound Region
Recruitment # 2006-11-3730

AGENCY MISSION AND CHALLENGE:

The mission of the Department of Natural Resources (DNR) is to provide professional, forward-looking stewardship of our state lands, natural resources, and environment. DNR provides leadership under the Commissioner of Public Lands, an elected official, in creating a sustainable future for the State Trust Lands.

At the DNR, we envision a future in which our human and natural environment provides abundant and diverse social, ecological, and economic benefits for the people of Washington, in this and all future generations. In acting to ensure the vision, we ensure sustainability.

DNR manages over 5 million acres of state-owned land that includes forest, range, commercial, agricultural and aquatic lands. Since 1970 DNR-managed lands have generated \$6 billion that support public schools, state institutions and county services. These lands also provide public benefits that include fish and wildlife habitat, clean and abundant water and public access to outdoor recreation. The DNR operates with a biennial budget of approximately \$400 million and has over 1300 employees. For more information about the department, see the DNR website at www.dnr.wa.gov

Job Classification:	Office Assistant 3
Type of Position:	This is a permanent position. This position is represented by the WPEA. Once appointed to this position the incumbent will be required to pay union dues or other representation fee within the first 30 days of employment.
Monthly Salary Range:	\$2053 – \$2588
Benefits Package:	Health and dental insurance, retirement pension, vacation, sick leave and holidays
Posting Date:	November 21, 2006
Closing Date:	December 8, 2006
Location:	Enumclaw, WA

POSITION PROFILE

Office Assistant responsible for administrative support in the following areas: MER data entry, FASTER inventory data entry, processing and filing of IIRs and L&I claims, maintenance of region web pages, backup for region receptionist and backup for region payroll and fiscal techs. Will also manage and update the region Administrative Manual.

REQUIRED POSITION QUALIFICATIONS

- High School diploma or GED
- Basic computer skills in Microsoft Office applications
- Experience working with multi-line phone systems

DESIRED POSITION QUALIFICATIONS

- Customer service experience
- Ability to multi-task
- Fiscal experience (handling bills, business accounts, cashiering, payroll)

SPECIAL POSITION REQUIREMENTS AND WORKING CONDITIONS

- Must be at least 18 years of age at the time of hire.

WHO MAY APPLY

This recruitment is open to anyone who meets the required qualifications for this position.

APPLICATION PROCESS

To be considered for this position please submit:

- A letter of interest describing how your experience and qualifications relate to the job profile and the required and desired position qualifications. Indicate in your letter of interest how you learned of this opportunity.
- A completed application – www.dnr.wa.gov/jobs/stateapp.doc

The first screening will be based on information contained in your letter of interest and your state application.

Submit all materials by the closing date to:

Electronic method preferred

Gretchen.Murray@wadnr.gov

OR other method

Gretchen Murray

950 Farman Ave N

Enumclaw, WA 98022

NOTE: Please indicate Office Assistant, recruitment #2006-11-3730 in the subject line of your e-mail.

By submitting the application materials you are indicating that all information is true and correct to the best of your knowledge. You understand that the state may verify information and that untruthful or misleading information is cause for removal from applicant pool or dismissal if employed.

Questions? Please contact Gretchen Murray at (360) 802-7026 or e-mail us at DNRrecruiting@wadnr.gov.

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